



Marian Centre and Church Hall Coordinator

St Marie's and St Patrick's, Southport

An opportunity is available for a dedicated and experienced individual to take on the role as Marian Centre and Church Hall Coordinator at the St Marie's Marian Centre and St Patricks Church Hall, working closely with Fr John Heneghan at Seabank Road, Southport, PR9 0EJ. The successful candidate will play a key role in ensuring the smooth and efficient operation of both venues.

This is a part-time permanent position, working 4 hours per week-. Flexibly across the week.

The salary is £2,685.71 per annum (FTE £23,500).

5 weeks holiday plus bank holidays (pro-rata) and 2 complementary days holiday plus other benefits available.

The successful candidate will be required to oversee the management of St Marie's Marian Centre and St Patrick's Church Hall. This role includes handling booking requests, administration, and day-to-day operations while ensuring a warm and welcoming environment for all visitors. The ideal candidate will have strong organisational and IT skills and will actively identify and engage with groups who could benefit from using the Centre and Hall, promoting these facilities effectively within the community.

Applicants should also have experience of working in a similar role dealing with a range of administrative tasks, excellent verbal and written communication skills, and an ability to work unsupervised. Experience of implementing new initiatives and knowledge of local parish community would be highly desirable .

High levels of discretion and confidentiality are essential.

How to Apply

Visit the careers page on our website <http://www.liverpoolcatholic.org.uk/careers> to apply online.

Closing date: Midnight 25th November 2025.

Please note that the information you provide in your application will be used only for the purpose of recruitment and selection and will be held in accordance with the Data Protection Act 2018.

